

# **LEGISLATIVE COUNCIL POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** Attorney

**AGENCY:** Legislative Service Bureau

**DIVISION:** Legal

**SALARY SCHEDULE RANGE:** K

**STATUS:** Full-time

## **GENERAL DESCRIPTION OF POSITION:**

The attorney drafts bills, substitutes, and amendments and tracks assigned bills through the legislative process. The attorney serves as nonpartisan legal counsel to the Michigan Legislature and is expected to develop an area of subject matter specialization as well as considerable knowledge of the legislative process and Legal Division policies and procedures. The attorney is expected to review the work of another attorney. The attorney performs most duties under a moderate amount of supervision that diminishes as the attorney becomes more skillful.

## **EXAMPLES OF WORK:**

The attorney in this position performs the following duties:

- Prepares bill requests.
- Drafts reintroductions, legislation with suggested language supplied, and original legislation, amendments, and substitutes.
- Drafts conference committee reports.
- Performs necessary research to determine the impact of proposed legislation on existing laws.
- Writes legal memoranda.
- Advises legislators regarding the legality of proposed legislation.
- Communicates with affected state agencies and interested persons as necessary to draft legislation.
- Attends and gives legal counsel at legislative committee meetings and provides assistance upon request to members on the House and Senate floors.

- Performs legal research at the request of the Division Director.
- In one or more areas of specialization, develops the ability to translate broad legislative goals into comprehensive legislation.
- Reviews bills prepared by other Legal Division attorneys.
- Informs legislative clientele of the nature and scope of bill drafting and related legal services available.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES TO EXHIBIT:**

The attorney in this position possesses the following knowledge, skills, and abilities:

- Ability to present ideas clearly and effectively, including the ability to write clearly, concisely, and in an organized manner.
- Effective oral communication skills.
- Ability to quickly assimilate oral and written data, analyze facts, and draw logical conclusions.
- Ability to function within a professional attorney-client relationship with legislators and legislative staff.
- Ability to comfortably use standard hardware, software, operating system, and print functions of a PC.
- Ability to comfortably use the standard functions of other internal software programs.
- Ability to maintain favorable public relations.
- Ability to manage workload according to Legislative Council Rules to allow for efficient allocation of services for multiple legislative clients on multiple deadlines.
- Ability to evaluate placement of a new legislative or policy concept within the context of an amendatory act or a new act.
- Knowledge of fundamental subjects of law and methods of legal research.
- Knowledge of the preparation of legislation and of the legislative process.
- Knowledge of Bureau policies and procedures.

- A capability and eagerness to become involved in opportunities to improve Bureau operations.

**MISSION STATEMENT PRINCIPLES AND GOALS:**

- Displays a team-oriented attitude toward coworkers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and legislative staff.
- Acts in a professional and nonpartisan manner.
- Takes initiative in improving own knowledge, skills, and judgments to better serve the Legislature.

**MINIMUM QUALIFICATIONS FOR THE POSITION:**

- Possession of a Juris Doctorate degree from an accredited school of law with a minimum 3.0 GPA required.
- Membership in good standing in the State Bar of Michigan required or the ability to be admitted to the State Bar of Michigan.
- Excellent writing and research skills required, including knowledge of legal research resources.

**NECESSARY SPECIAL REQUIREMENTS:**

- Must be willing and able to work occasional overtime and irregular hours as required, including evenings, weekends, and holidays.